

COMMUNITY SANITATION SUPERVISOR I*Class Definition*

Under direction, supervises personnel engaged in street sweeping, litter control, public property maintenance, and removal of excess trash and debris; provides work assignments to alternatively sentenced individuals, i.e., parolees, probationers, and adult offenders.

Distinguishing Characteristics

Community Sanitation Supervisor I is the first line supervisory class in the Community Sanitation Division. Incumbents are responsible for scheduling and supervising the operational activities of a crew engaged in property clean-up, street sweeping, litter control, graffiti abatement, and trash collecting, processing, and disposal. This class is distinguished from Community Sanitation Supervisor II in that the incumbent of that class is responsible for the day-to-day operation and administration of the Division. Incumbents may be required to work weekends and holidays.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Organizes, assigns, and supervises the work of operational personnel engaged in street sweeping, litter control, graffiti abatement, and trash collecting, processing, and disposal to meet varying work loads and crew requirements.

Submits activity summaries and progress reports; supervises maintenance of time worked and leave records and source documents for job cost; requisitions stock and material required for the various program activities.

Supervises and monitors the work performed by unskilled laborers, including adult offenders, probationers, and parolees.

Participates in route planning and scheduling.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of public nuisance regulations, division programs, procedures, equipment, and technology for effective sanitation management, street sweeping, litter control, and public property clean-up.

Knowledge of the geography of the city of Fresno.

Ability to plan, layout, coordinate, and schedule the work of the Division.

Ability to understand and follow verbal and written instructions.

Ability to work with and direct a volunteer work force.

Ability to prepare accurate reports, maintain records, and perform mathematical calculations to develop cost estimates and reports.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Two years of experience in the solid waste and/or sanitation industries, which included, or is supplemented by, one year of leadworker experience.

Special Requirement

Possession of a valid California Driver*s License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____